



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**STUDENT ASSISTANT  
\$7.86 - \$10.47/HOUR  
ACCOUNTING SERVICES BUREAU  
TAX & SECURITIES SECTION  
SACRAMENTO**

The Tax and Securities Section in the Accounting Services Bureau is seeking an Undergraduate Student Assistant who is working toward a degree in Accounting or Business Administration. Students with undeclared majors who have an interest in Accounting or Business Administration may also apply. The incumbent will assist with technical accounting duties and learn how to process a variety of documents. The incumbent will also work with Oracle system.

**RESPONSIBILITIES:** Under the supervision of an Accounting Administrator I, Supervisor, the incumbent will perform technical accounting work in the maintenance and reporting of financial records for specialized agency activities for the Tax and Securities Section.

**DESIRABLE QUALIFICATIONS:**

- Dependable, responsible, good attendance, punctual.
- Ability to follow through.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.
- Knowledge of Microsoft Windows – Word, Excel, and Access.

**WHO MAY APPLY:** Undergraduates who apply must provide proof of application for, or enrollment in an appropriate college or university program. Applicants with a major course of study in Accounting or Business Administration are preferred; however, applicants with an undeclared major who are interested in Accounting or Business Administration may also apply.

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Ellen Uy, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Attach proof of application for, or enrollment in, an appropriate college or university. Please indicate "Student Assistant #192-4870-TAX" on the State application.** For additional information, please call (916) 492-3381.

**FINAL FILING DATE:** August 7, 2006 or Until Filled

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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